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## SUGGESTION EXCHANGE

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### RECORD YEAR FOR AWARDS

An all-time cash awards record of \$30,330 was made for suggestions and inventions adopted during Fiscal Year 1970. Awards for the previous three (3) fiscal years were \$27,880, \$12,670 and \$28,780, respectively. Tangible savings for the past fiscal year only were more than \$574,000; savings continue for most of our adopted suggestions for several years. In addition, more than one-half of last year's cash awards were granted for intangible benefits which can be highly significant toward the Agency's dynamic mission, operational effectiveness and problem solutions.

### PROGRAM CRITERIA CHANGES

Our minimum cash award is now \$25. The minimum level of tangible benefits required to earn a cash award is \$250. The suggester receives 10% of the first-year savings of up to \$1,000; 5% of savings from \$1,000 to \$10,000; and proportionately lower percentages of higher savings. Awards as high as \$25,000 may be considered for intangible benefits.

### AWARD-WINNING SUGGESTIONS

A number of noteworthy improvements and inventions could not be included in this publication because of their higher classifications. We recommend that you study the

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accomplishments described below for possible application in your own area. If any are usable, please inform your Suggestion Awards Committee (x-2731) so that the Agency can extract the full benefit from each improvement. Additional use of suggestion may entitle the original suggester to a supplemental award.

METHOD IMPROVEMENTS

At the Records Center Building, records are stored on two floors. The Central Processing Area for all requests is located on the first floor, and it was often necessary to walk up to the second floor to get the desired file. A hand elevator was proposed to carry requests and outgoing files between the second floor and first floor processing area. (Award \$70 - Suggestion No. 64-41.)

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A suggester proposed that [REDACTED] Field Offices send periodic trade and business reports and publications to Headquarters with transmittal slips already addressed to the consumer. Ultimate consumers for each of these documents are known and are relatively unchanging. The field offices would maintain a simplified tabulation of documents submitted in this manner and forwarded it to [REDACTED] Headquarters at annual or semi-annual intervals. By discontinuing the use of process sheets for such documents, [REDACTED] would eliminate ten or more separate processing steps. Tangible savings were estimated at \$4,000 annually. (Award \$200 - Suggestion No. 66-85.)

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Two suggesters developed a method of eliminating the troublesome end-of-line hyphen in computerized photo-composition. The technique takes advantage of the computer's arithmetical ability whereby, except in rare instances, a line can be calculated in five different sizes. Their success saved program time which would have been needed for the development of the hyphenation rules and dictionary. The technique has been released to other government agencies and to industry. There are great esthetic and psychological values in hyphenless text. (Award \$4,400 - equally shared - Suggestion No. 67-179.)

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Two employees completely reorganized the Office of Security's Records Retirement Program. In three months' time the suggesters tripled OS file retirement capability by: (a) Integrating records of retired files into the OS Data Processing functions, (b) Eliminating assorted retirement information notebooks which were incomplete, (c) Disposing of some 40,000 3x5 retired file reference cards, (d) Eliminating the necessity to recall files from Records Center to file incoming correspondence, and (f) Abolishing the Records Retirement System flexowriter operation. (Award \$700 - equally shared - Suggestion No. 66-230.)

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A suggester developed a system for consolidating the National Intelligence Survey Master Production Record into book form, which can be kept more efficiently on the statistician's desk. The result has been greater efficiency and convenience in NIS record keeping and substantial savings of storage space and time required for maintenance. The suggester recommended that the statistician who advised him and did a great deal of work in creating the new system should share in any award that might be granted. (Award \$100 to the suggester and \$50 to the statistician - Suggestion No. 67-269.)

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The vacuum frame used for making photographic plates is equipped with carbon arc lamps which project a direct light on the plate. Shadows appear around the edges of imprints due to the buildup of film placed on the mylar. The shadows are transferred to the plate as a printing image making it necessary to double expose the plate to eliminate the shadows. Shadows appearing between the lines of the image area must be honed off. The suggester proposed the installation of "iceburg" foil reflectors in the bottom of the vacuum frame. The reflectors diffuse the light and eliminate the shadows. (Award \$120 - Suggestion No. 68-138.)

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The suggester recommended construction of a solid, universal, minimum size pallet for each regulation-size safe or cabinet while stored at the depot. The new pallets prevent damage to the safes and eliminate having to move safes from pallet to pallet. Use of the new pallets has resulted in safety improvements and increased production. (Award \$175 - Suggestion No. 68-352.)

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A suggester noted that there was no quick way to locate a misfiled folder in the OS File Room. Often valuable time was expended in the searching process. He proposed a colored marker for each file, with a different color for each group of 10,000 files. The markers are placed along the edge of the file so that the colored edge can be seen when the file is placed on the shelf. (Award \$100 - Suggestion No. 68-324.)

EQUIPMENT MODIFICATIONS

An employee recommended the elimination of Dataphones from the computer system at NPIC. Because there is direct wiring in the NPIC building, the suggestion is practical. The 16 existing Dataphones and allied equipment can be removed and the purchase of 30 additional Dataphones is no longer necessary, resulting in a cost avoidance of \$13,950. (Award \$600 - Suggestion No. 67-76.)

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tape monitoring and saves considerable man-hours.  
(Award \$250 - Suggestion No. 67-190.)

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During testing and actual use of the UVH-4 Drill Kit, the suggester noted that the adaptor shaft which drives 1 1/8" and 3/8" core drills was very susceptible to breakage. He proposed that the adaptor shaft be strengthened by lengthening the large sleeve nut from 5/8" to about 1 1/2" and boring half of it to fit snugly over the shank of the 3/8" core drill, adding to the support and eliminating damage caused by misalignment, dropping and rough handling.  
(Award \$175 - Suggestion No. 68-77.)

ADMINISTRATIVE

A suggester proposed that pay checks be sent to field offices of [REDACTED] via the regular pouches on the Wednesday before payday, rather than being pouched separately by the Office of Finance. He also proposed that the field offices send their completed T&A's along with their normal pouch.  
(Award \$100 - Suggestion No. 66-91.)

EQUIPMENT DESIGN

A suggester developed an Automatic Keying Device (AKD) for electrical communications use with self-contained semi-automatic patching circuitry and an automatic shutdown capability. The AKD can be programmed in 10 seconds and logging is reduced to 15 seconds. (Dual keying is an integral part of the AKD circuitry and is optional during programming.)

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The purpose of this device is to automate SELCAL operations and save operator time for use in more productive functions. (\$150 Interim Award - Suggestion No. 67-15.)

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A suggester conceived a specialized type of equipment to mechanize cumbersome manual operations at NPIC. After much research and effort coupled with encouragement and guidance from his supervisor, the suggester developed a working model of equipment known as the Data Block Reader. (Award \$2,000 to suggester and \$1,000 to his supervisor - Suggestion No. 64-228.)

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Two employees invented a crystal vacuum plating system which is described as follows: a vacuum deposition system for final frequency plating of fundamental mode quartz crystals in frequency range of 800 KCS through 15,000 KCS mounted in HC-6/U, HC-17/U, HC-25/U and HC 18/U bases. The annual tangible savings from this invention were \$8,000. (Award \$400 - equally shared - Suggestion No. 67-72.)

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A suggester proposed to an associate the development of an oscillograph which would write across the width of paper, placing each signal automatically above the one preceding it. The idea was given to a contractor, who developed a Transverse Scan Oscillograph which is particularly useful in the analysis of highly diverse and complex pulse trains. The new equipment also has been acquired by other government agencies. (Interim Award \$600 - equally shared - Suggestion No. 68-185.)

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SAFETY

A suggester recommended an intensive Driver Training Program for those employees required to drive vehicles other than sedans. The program provides the training required to handle large vehicles and reduces the likelihood of accidents. (Award \$125 - Suggestion No. 65-136.)

EQUIPMENT INSTALLATION

A suggester proposed that a test and repair shop for alarm systems be set up at Headquarters. Formerly, when an alarm in a secure area was not functioning properly, it was necessary to call in an alarm specialist from an outside company to check the system. Many times the equipment had to be returned to the factory for repair. Under the new system, alarm coverage of secure areas can be maintained on an almost continuous basis. The majority of the repairs are minimal and Agency alarm specialists are qualified to make them. (Award \$585 - Suggestion No. 67-38.)

INTER-DEPARTMENTAL REFERRAL SUGGESTION

Two HEW employees made a detailed cost study of rented Xerox equipment. This study resulted in government-wide savings of over five million dollars in Fiscal Year 1967. The suggesters devised two rental plans: Plan "A" provides low total costs for low volume users; and, Plan "B" provides low cost per copy for high volume users. The Agency Suggestion Awards Committee recommended that the Civil Service Commission award for the suggesters be based on estimated annual tangible

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savings of \$9,800. (Suggestion No. 68-39.)

#### FORMS AND PROCEDURES

A suggester, studying material and prototype control, found that the use of accountable material was often not indicated on the property records. This led to problems when inventories were conducted and the missing material had to be accounted for. The suggester designed a form to alleviate the problems. (Award \$100 - Suggestion No. 68-296.)

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A suggester proposed the following changes to Special Center Classified Message Form No. 4:

- a. Reduction in the number of set copies from ten to eight.
- b. Elimination of carbon interleaf and the use of the NCR feature.
- c. Relocation of distribution block to upper right hand corner, allowing for more message text.
- d. Adoption of a "Continuation Form" to save use of additional first sheets.
- e. Stocking the forms in supply rooms.

The above changes have increased the efficiency of the form, resulting in man-hour savings. (Award \$125 - Suggestion No. 67-81.)

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A suggester noted that many unnecessary copies of Form No. 88, "Requisition for Material and/or Services", were being reproduced on the Ditto machine. The distribution indicator on the form gave the maximum number of copies which might be required. He suggested that Voucher Control Unit mark the minimum number of copies required for basic distribution and add any exceptions on the form before Ditto copies are made. (Award \$140 - Suggestion No. 68-396.)

MAP GUIDES

Two suggesters designed a series of graphic devices for predicting the location of a given orbiting object at a particular time relative to specific locations on earth. The design incorporates a kind of map projection on which all lines are arcs of circles. Each new device is calculated by using the same basic set of computations, thereby improving ease of use and operation. (Award \$1,800 - equally shared - Suggestion No. 64-57.)

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